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OP Memorandum No. 466
Series of 2024

TO: Dr. Ma. Rachel Kim L. Aure

RE: Designation as OIC Project Lead for the Going Green Project

FROM: DR. PROSE IVY G. YEPES
University President

DATE: May 28, 2024

In the interest of the government service, you are hereby designated as the Officer-in-Charge (OIC) Project Lead for the Going Green Project. This appointment is to ensure the continuity and success of the project.

As the OIC Project Lead, your responsibilities shall include, but not limited to:

1. Spearheading and facilitating all aspects of the project, ensuring that all activities align with the university's goals and timelines.
2. Monitoring and overseeing the progress of the project, identifying any potential issues, and implementing corrective measures as needed.
3. Implementing and ensuring that all project initiatives are effectively carried out, adhering to the planned strategies and objectives.
4. Preparing and submitting regular reports on the project's status, progress, and any challenges encountered to keep all stakeholders informed.

As OIC Project Lead, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on May 29, 2024, and will remain in effect until further notice or until sooner revoked.

For your information and usual support.

OFFICE OF THE PRESIDENT

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